

**Missouri State Library Summer Institute
RELEASE FORM**

This form is to be used when applicant wishes to enroll directly into an Advanced Class without first completing the Basic Class.

*This form **must** be submitted via regular mail and **received** before the registration deadline, July 18, 2003.*

For library directors who wish to enroll into an Advanced Class without first completing the Basic Class

Director name _____

Library name _____

Director's length of service with library
(18 months required for release form on time of service alone) _____

Justification for release (for example, other training, other degree, specific experience the director has to prepare her/him for the advanced level course requested)

Library Board President's signature _____
(or Department Supervisor's signature if at an institutional library)

For other library employees who wish to enroll into an Advanced Class without first completing the Basic Class

Employee name _____

Library name _____

Employee length of service with library _____

Justification for release (for example, other training, other degree, specific experience the employee has to prepare her/him for the advanced level course requested)

Director's signature _____